

PROCESS FLOW TIPS WHEN EMPLOYEES MAY BE ON EXTENDED LEAVE

Important Reminders:

- If FMLA eligible absence Whatever paid time is used (sick or annual or STD, etc.) should also be shown as a FMLA absence during the entire absence (up to 12 weeks in a rolling calendar year.)
- In all below scenarios where FMLA is appropriate The employee should be instructed to return the FMLA Medical Certification to the agency by the 15th calendar-day following notification.
- At all times When employees are on extended leave, the agency is entitled to have proof of the need for the employee to be on leave. If the employee does not supply this information, then other processes (such as discipline) may be initiated.
- If employees meet the eligibility requirements Donated leave may be utilized during the 30 calendar-day elimination period for STD. They cannot use donated leave beginning the 31st calendar-day out unless their STD claim has been approved.
- Once the STD claim has been approved Donated leave may be utilized retroactively or any lapse between the elimination period and the approval of STD.
- Helpful Hint: Mark your calendar with appropriate dates for the employee such as when the 90 day period ends for workers' comp supplement or when 12 weeks of FMLA is concluded.
- Process
 1. Employee notifies agency of future absence for personal medical reasons which will last more than 30 days.
 - a. Check current leave balances
 - b. Have employee complete leave slips
 - c. Provide employee with FMLA paperwork (if eligible) and send the STD Form Letter. Also, instruct the employee to call The Hartford.
 - d. The agency should also call The Hartford.

2. Employee calls out sick or has a PIP non-work related claim

- a. Check current leave balances
- b. Have employee complete leave slips
- c. On 4th calendar day of absence start FMLA process
- d. If absence is expected to exceed 30 calendar-days start STD process.

3. Employee files a lost time Workers' Compensation Claim or a lost time PIP Claim which is Workers' Comp eligible.

- a. Upon approval of claim, pay a one-time 90-day Workers' Comp supplement (remember that Hazardous Duty pay extends for 12 months in these cases.)
- b. Upon knowledge that the absence will be for more than 30 days, proceed per #1.

- For all above scenarios:
 - IF the employee fails to notify The Hartford by the 15th calendar-day of absence, they cannot use available sick leave, annual leave or compensatory time on the 31st day forward until approval for STD is received.
 - IF the employee notifies The Hartford by the 15th calendar-day of absence, they can use approved sick leave, annual leave or compensatory time until approval for STD is received.
 - In this scenario once approval is received, then retroactive adjustments will need to be made and agencies may recoup any overpayments.
- Employment ends upon the exhaustion of STD
 - Unless the employee is receiving the workers' compensation one time free 12 month supplement for hazardous duty or is still under the protection of FMLA.
- Prior to the commencement of LTD
 - The employee may make written request to escrow accrued annual and sick leave for a period of six months.

- Upon commencement of LTD If no request to escrow annual and sick leave was received prior to the commencement of LTD accrued annual and sick leave will be paid off based on the rules in place (Ref. Merit Rules 5.2.8 and 5.3.4.1).
- Escrowed annual and sick leave balances Will be returned to the employee upon return to a benefit eligible State employment for at least 30 calendar days within the six month escrow period.

Paid out in accordance with rules in place if LTD is not approved or if the employee does not return to benefit eligible State employment within the six month escrow period.